

## REORGANIZATION OF CLERK'S OFFICE JUDICIAL SUPPORT DIVISION

Effective June 13, 2005, the Clerk's Office reorganized the Judicial Support Division to better allocate resources. There have been three major changes. 1. Some personnel have been reassigned to different case management teams. 2. The "Specialty Team" has been disbanded and the members assigned to case management teams. 3. We have created a Quality Assurance section.

Contact information for each team is shown below:

### **Louisiana, Mississippi and Agency Cases**

You may contact the Appellate Voice Information System at (504) 310-8514 for deadlines and the status of cases docketed beginning in 1995; also you may dial (504) 310-7700 for answers to general questions. The 5<sup>th</sup> Circuit Web Site at [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov) can link you to PACERNET for current docket information.

Your contact persons for the: *Louisiana, Mississippi and Agency* cases and their direct phone numbers are as follows:

#### **Case Managers:**

Melissa Courseault:	(504) 310-7701
Robert Flaig:	(504) 310-7690

#### **Assistant Case Managers:**

Mike Brown	(504) 310-7692	(cases ending in 1)
Cindy Tyler	(504) 310-7695	(cases ending in 4)

#### **Deputy Clerks:**

Cindy Broadhead	(504) 310-7707	(cases ending in 2)
Kim Folse	(504) 310-7712	(cases ending in 3)
Tania Bechtel	(504) 310-7644	(cases ending in 5)
Joy Mullane	(504) 310-7713	(cases ending in 6)
Nancy Dolly	(504) 310-7683	(cases ending in 7)

8,9,0 - rotate between Cindy B., Kim, Nancy, Joy and Tania based on second to last number:  
example - 05-30228, contact Cindy B. who handles number 2

#### **For Receipt and Filing of Briefs and Record Excerpts, Filing of Records and Exhibits and Issuance of Mandates:**

Tim Beckstrom	(504) 310-7653	(cases ending in 1-5)
Dawn Victoriano	(504) 310-7717	(cases ending in 6-0)

**For Inquiries on Pro Se Prisoner Cases:**

Tom Rodwig (504) 310-7678  
Donna Mendez (504) 310-7677

**For Inquiries on Death Penalty Cases:**

Monica Washington (504) 310-7705

**Northern and Western Texas Cases**

You may contact the Appellate Voice Information System at (504) 310-8514 for deadlines and the status of cases docketed beginning in 1995; also you may dial (504) 310-7700 for answers to general questions. The 5<sup>th</sup> Circuit Web Site at [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov) can link you to PACERNET for current docket information.

Your contact persons for the Northern and Western Districts of Texas cases and their direct phone numbers are as follows:

**Case Managers:**

Allison Lopez (504) 310-7702  
Karen Whittington (504) 310-7696

**Assistant Case Managers:**

Mary Frances Noveh (504) 310-7686 (cases ending in 1)  
Mary Stewart (504) 310-7694 (cases ending in 2)

**Deputy Clerks (Inquiries on NON-Prisoner Appeals):**

Lisa Conrad Berry (504) 310-7697 (cases ending in 3, 8)  
Val Spencer (504) 310-7715 (cases ending in 4, 9)  
Dianah Gallo (504) 310-7719 (cases ending in 5, 0)  
Edmund Dieth (504) 310-7710 (cases ending in 6)  
Todd Smith (504) 310-7675 (cases ending in 7)

**Filing of Records, Briefs, Record Excerpts, Exhibits and Issuance of Mandates:**

Jerome Anderson (504) 310-7693 (cases ending in odd numbers)  
Rhonda Parker (504) 310-7703 (cases ending in even numbers)

**All Inquiries on Pro Se Prisoner Appeals:**

Tom Rodwig (504) 310-7678

**For Inquiries on Death Penalty Cases:**

Monica Washington (504) 310-7705

## Eastern & Southern Texas Appeals

You may contact the Appellate Voice Information System at (504) 310-8514 for deadlines and the status of cases docketed after January 1, 1995, also you may dial (504) 310-7700 for answers to general questions. The 5<sup>th</sup> Circuit Web Site at [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov) can link you to PACERNET for current docket information.

Your contact persons for the Eastern and Southern Districts of Texas cases and their direct phone numbers are as follows:

### **Case Managers:**

Connie Brown	(504) 310-7671	(cases ending in 1 & 2)
Amanda Maria Sutton	(504) 310-7670	(cases ending in 3 & 4)

### **Assistant Case Managers:**

Jann Wynne	(504) 310-7688	(cases ending in 5, 6 & 7)
Debbie Kranz	(504) 310-7698	(cases ending in 8, 9 & 0)

### **Deputy Clerks (Inquiries on NON-Prisoner Appeals):**

Jim deMontluzin	(504) 310-7679	(cases ending in 1 & 2)
Chris Descant	(504) 310-7704	(cases ending in 3 & 4)
Linda Miles	(504) 310-7709	(cases ending in 5 & 6)
Claudia Farrington	(504) 310-7706	(cases ending in 7 & 8)
Shawn Henderson	(504) 310-7668	(cases ending in 9 & 0)

### **Extension Requests:**

Debbie Kranz	(504) 310-7698	(ALL CASES)
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*IF NOT AVAILABLE, please call*

Jim deMontluzin	(504) 310-7679	(cases ending in 1 & 2)
Chris Descant	(504) 310-7704	(cases ending in 3 & 4)
Linda Miles	(504) 310-7709	(cases ending in 5 & 6)
Claudia Farrington	(504) 310-7706	(cases ending in 7 & 8)
Shawn Henderson	(504) 310-7668	(cases ending in 9 & 0)

### **Filing of Records, Briefs, Record Excerpts, Exhibits and Issuance of Mandates:**

Renee McDonough	(504) 310-7673	(cases ending in 1 - 5)
Sabrina Short	(504) 310-7817	(cases ending in 6 - 0)

### **All Inquiries on Pro Se Prisoner Appeals:**

Donna Mendez	(504) 310-7677
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### **For Inquiries on Death Penalty Cases:**

Monica Washington	(504) 310-7705
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